



WINDSOR SCHOOL LODGING INFORMATION AND CHECKLIST

Windsor School's first-class residence hall, The Lodge was designed to meet the needs and comfort of our learners. The Lodge focuses on providing our boarders, whom we call lodgers, with the security, technology, comfort, and study accommodations that inspire a sense of safety and support.

At Windsor we understand the necessity of providing an emotionally compassionate and socially responsible atmosphere for all of our learners and sports academy athletes. For some of our lodgers this will be their first experience living away from home; this made it especially important for us to create an environment that is as comfortable, secure, and supportive as possible. We encourage all of our lodgers to bring a few non-valuable comforts from home such as family photos, posters or memorabilia, pillows, and/or blankets.

GENERAL INFORMATION: WS lodgers have a variety of meal options served at scheduled times daily (breakfast, lunch, dinner), with additional snacks available. The Lodge's bedrooms are configured as double occupancy rooms; each wing of The Lodge shares bathroom and shower facilities. Females and males reside in separate wings and have specific policies governing and directing their Lodge living.

Windsor provides the following for each lodger: XL twin bed with two large storage drawers, wardrobe, desk and chair, locker, and shared bookcase. Wi-Fi is available to lodgers from 6:00 am – 11:00 pm, 7 days a week.

On the following page you will find a list of required items, like to have items, and please do not bring items. We strongly recommend that you purchase these items prior to arrival and bring with you* or ship to WS through our ALBANY partner, 9-5 Import, as availability for some items is limited on island.

** Please note you may be subject to paying duty for new items while passing through customs.*

SHIPPING INSTRUCTIONS: Please visit www.9-5import.com, 'How it Works', to find out about applicable shipping and duty rates into Nassau, The Bahamas as well as delivery charges to WS. All packages MUST be labelled as indicated below to ensure that your boarder receives their items. You will be notified when your items are delivered to WS. Please contact 9-5 Imports with any questions related to shipping and dutiable items (954) 958-9970.

Windsor High School Residence Hall, The Lodge

Attn: **LEARNER'S NAME**

1811 NW 51st ST #42D

Ft. Lauderdale, FL 33309



REQUIRED ITEMS (check list)

- 2 XL twin sheet sets
- Mattress cover XL Twin
- Blanket/bedspread/comforter with cover
- 2 towel sets
- Beach towel
- Bedside reading lamp
- Shower tote/caddy
- Shower sandals/flip flops
- Personal toiletries (toothbrushes, hygiene items, sunscreen etc.)
- Laundry bag/tub
- 3 prong (B) power strip/surge protector 120v, 60hz
- Personal first aid kit with digital thermometer (no mercury)
- Refillable water bottle

LIKE TO HAVE

- Decorations (hung not to damage walls or paint – Command strips)
- Electronic chargers/docking station
- Headphones (noise cancelling ear buds not recommended)
- Books
- Board games/Cards
- Shower cap
- Shavers
- Hair appliances (hair dryer, auto-off curling iron etc.)
- Hats and sun protection apparel (rashguard)
- Additional favourite personal items

PLEASE DO NOT BRING

- Iron, coffee maker, hot plate (iron is provided)
- TV or monitor (provided in student lounge)
- Candles, incense, lighters, matches
- Gaming System (Apple TV and games available in student lounge)
- Power tools or knives of any sort
- Paint, BB, or air guns
- Fireworks
- Anything with offensive words or graphics
- Alcohol or illegal drugs
- Pets of any kind - Nemo and Dory included ;)



WINDSOR SCHOOL LODGING APPLICATION - Your Home Away

LEARNER ID NUMBER:		CHECK IN DATE:	CHECK OUT DATE:
LAST NAME:		FIRST NAME:	MIDDLE NAME:
LEARNER PROFILE (To be completed by applicant)			
How do you prefer to study? (Circle all that apply) Morning Afternoon Evening Alone Group w/Music Quiet Other:			
What are your hobbies and interests?			
Favourite academic subjects: (List all)			
On the weekends you are? (Circle one) Early Bird Night Owl		Favourite author(s):	
Favourite musician(s):		Favourite movie(s):	
Other people consider you: (Circle one) Meticulously neat Like to organise		Comfortable with clutter Ok, you're messy	
Are you comfortable doing your own laundry? (Circle one) Yes No			
What else would you like us to know about yourself?			

WINDSOR SCHOOL CAMPUS LODGING CONTRACT - Terms and Conditions

- Eligibility:** Residential privileges are available to registered Windsor School learners, Academy members, and candidates only. This application is not a guarantee that a room will be assigned or that there is space available to all applicants. Before taking up residence, learners must be registered at Windsor School (WS) on a full-time basis or actively enrolled in one of the sporting Academies at Albany, have submitted all required enrolment documents, and be in good standing.
- Contract Period:** For full-time lodgers, this contract shall be enforced for one academic year consisting of 3 school Terms. Flexi-lodgers will be contractually bound for each stay from the time they take residence until they check-out, as stipulated by completed Check-In and Check-Out date fields above.
- Period of Occupancy:** A learner's right to occupy for full-time lodgers, shall begin no earlier than the arrival date announced by Windsor School each year prior to the start of the first Term. The deadline for check in is 7:00 pm on the same date unless prior written notice is received from parents/guardians requiring a later check-in date. The Lodge is closed during the Winter Holiday and Summer Break. During the Winter Holiday, learners may leave their personal items in The Lodge. However, all learner items must be removed at the end of each academic year. Windsor School is not responsible for valuable items and has provided a lockable area for learners to store valuable items and important documents. Learners must provide combination locks. Check-Out of The Lodge at the end of the school year should be completed within 48 hours of the last day of the Term 3. Additional time may be granted upon written request of the parent(s) for extenuating circumstances. Flexi-lodgers period of occupancy to be requested prior to entry as outlined in this contract by completed Check-In and Check-Out date fields above.
- Holidays:** Official public holidays of The Bahamas will be observed at Windsor School. The Lodge will remain open, and learners will have access to Windsor School and approved ALBANY amenities.
- Fees and Cancellation:** For learners who have applied, been accepted, and will reside on campus, the prepayment of housing will be deemed as an acceptance of contract with WS to provide housing to lodgers and flexi-lodgers. Lodger fees must be paid in full by tuition due date. After the start of the academic year, all lodgers will be required to have their parent/guardian submit in writing any requests for cancellation of the housing contract. Parents/Guardians agree to comply with the terms of cancellation/withdrawal that is stated on their Windsor School Registration Form. Flexi-lodgers fees must be paid in full prior to check-in date. There is a twenty-four (24) hour cancellation policy for flexi-lodgers, failure to notify of cancellation will incur a minimum cancellation fee of one (1) night, or more, per room.
- Room Assignments:** Every effort will be made to honour specific requests as it pertains to rooms, roommates, and residence assignments. Windsor School roommate assignments are made without regard to race, religion, national origin, or disabilities. We will seek to match lodgers with those of similar age, interests, and habits. Female and male housing is restricted to separate wings outside of the shared common area.
- Room Occupancy:** Windsor School Lodge rooms are configured for double occupancy. Requests for single occupancy will be reviewed on a case by case basis and billed accordingly. Housing reserves the right to reassign rooms/roommates as required to provide the most desirable situation for boarders and faculty.
- Lost and Found:** Windsor School will host a Lost and Found on campus but does not assume responsibility for lost or damaged items. Lodgers are reminded to keep their personal belongings on their person or in their designated spaces whether that be in class or The Lodge.
- Medical Insurance:** Lodgers and flexi-lodgers must be comprehensively and internationally insured. If your child is not insured outside of your country, please inquire about a supplemental insurance plan through Windsor School. A valid policy is required during the admission process. All lodgers must supply proof of comprehensive medical insurance prior to check-in.
- Check-In and Check-Out:** The learner is responsible for completing a 'move-in' checklist, (an itemised account of condition/acknowledgement of furnishings), and will be responsible for all damages to or loss of these accommodations beyond normal wear and tear. Rooms are furnished with bed, mattress, desk, chair, bookcase, and wardrobe. Upon housing approval, learners will receive a list of suggested items to bring as well as restricted items. At the end of the school year, learners will complete a Check-Out list with their Resident Advisor during final inspections.
- Room Entry:** Windsor School reserves the right to enter residence rooms for inspection, improvement, repair, and maintenance, or to control the rooms in the event of an epidemic or emergency, or for any other purpose in accordance with the Windsor School Learner and Lodger Handbook. Notice will be given for maintenance/repair issues that are not an emergency.
- Reassignments and Contract Termination:** Room assignments may be changed, cancelled, or terminated by Windsor School in the interest of safety, order, health, or disaster after due notice to learner and parent/guardian. This contract may be terminated by Windsor School for reasons including, but not limited to a lodger's intentional disregard of the code of conduct outlined in the WS Learner and Lodger Handbook, academic performance, and behavioural policies. Extreme circumstances may result in suspension or expulsion; parents/guardians will be notified immediately in this instance.
- Handbook Agreement:** Lodgers and flexi-lodgers will have received their Windsor School Learner and Lodger Handbook prior to arrival and must have returned their signed Handbook Agreement before taking up residence. Upon receipt of the signed and returned agreement, lodgers and flexi-lodgers will be held accountable to all terms and conditions outlined in the Windsor School Learner and Lodger Handbook.

TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTIFICATION.

I have read, understand, and agree to the terms and conditions of the Campus Housing Application/Contract

PARENT/GUARDIAN SIGNATURE:	DATE:
LEARNER SIGNATURE:	DATE:

OFFICE OF CAMPUS HOUSING:

CREDIT CARD AUTHORISATION

Please complete and sign the Credit Card Information section below. All requested information is required. Cards will be billed for tuition and authorised incidental charges.

_____ (____) _____
LEARNER NAME *BILLING PHONE NUMBER*

BILLING EMAIL ADDRESS

I, _____, authorise Windsor School to automatically bill my credit
PRINT NAME
card, listed below, on behalf of the above named learner while they are enrolled at Windsor School, for expenses including but not limited to:

Windsor School (Tuition and Housing)	_____
Academic Support and Tutoring	_____
Golf and Tennis equipment orders and fittings	_____
Mental training, fitness training, and private lessons	_____
Windsor School tournament deposits, entry fees, transportation, and coach fees	_____
Practise rounds, lodging, and meals	_____

INITIALS

Credit Card Type: _____ Visa _____ Master Card

CREDIT CARD NUMBER

_____ *EXPIRES MM/YY* _____ *SECURITY CODE*

NAME ON CREDIT CARD

CARDHOLDER BILLING ADDRESS

_____ *CARDHOLDERS SIGNATURE* _____ *DATE DD/MM/YY*



DOCTORS HOSPITAL

Isn't Your Health Worth It?

P.O. Box N-3018 Nassau, Bahamas
Phone: 1-242-302-4610
Fax: 1-242-325-5652
Email: patientregclerks@doctorshosp.com

Credit Card Authorization Form

Please submit this form for Payment

I _____ (Guarantor's Name) hereby authorize Doctors Hospital Health System to charge my credit card for the amount of \$ _____ for services to be rendered to _____ (Patient/s Name).

****Credit Cards Accepted****

- Visa American Express
 MasterCard Discover Card
Sun Card

Cardholders Name: _____

Card Number: _____

Expiration Date: _____

Signature: _____

CID Number: _____
(3-4 Digit # on back of card)

- Please include a copy of the credit card, front and back of card and photo identification of cardholder.

Thank you for choosing Doctors Hospital Health Systems